VMR-VRO CHECKLIST
BANK ACCOUNT (ACH)-
ADDING BANKING INFORMATION

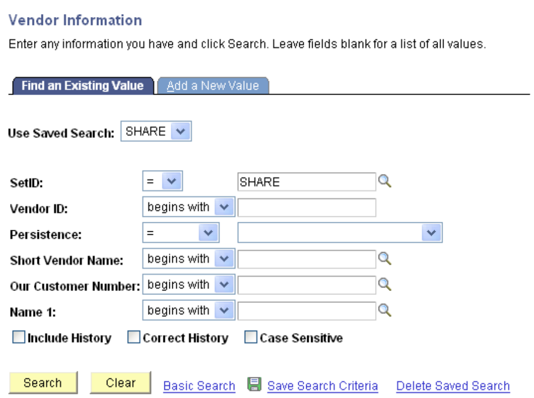
Narrative - Bank Account (ACH) information can be added to a vendor if the proper written authorization has been received from the vendor.

Guideline Reference: Bank Account (ACH)-Adding New Banking Information Guideline

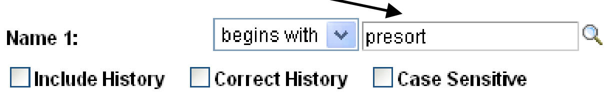
Navigation - *Vendors>Vendor Setup/Maintenance>Vendor Information*

Instructions -

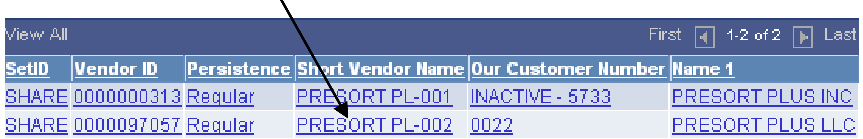
1. SetID: SHARE



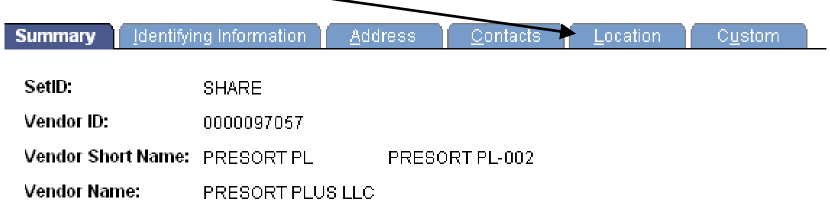
2. Enter your search criteria.



3. Click on the selected vendor.

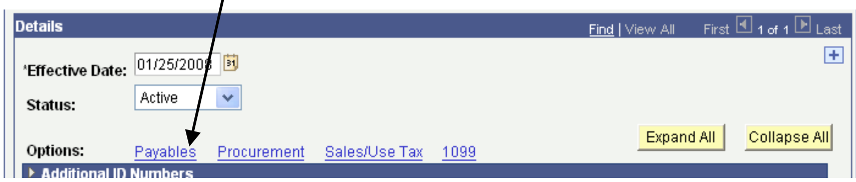


4. Click on the Location tab where the new ACH will be attached.

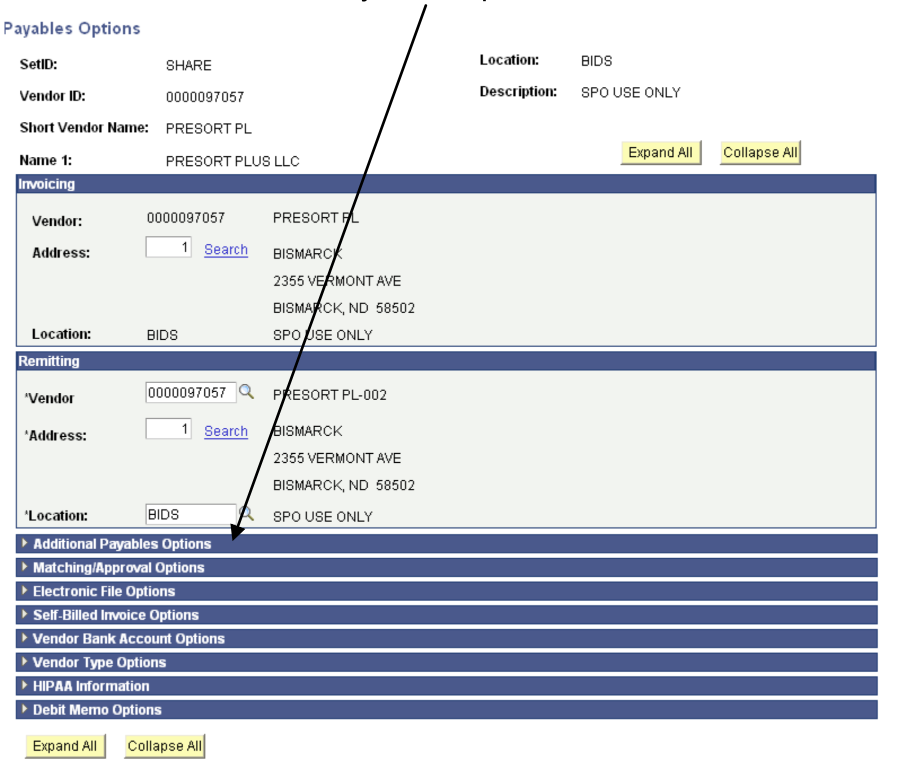


5. Add a new effective-dated row to the location detail.

6. Click on the Payables link.

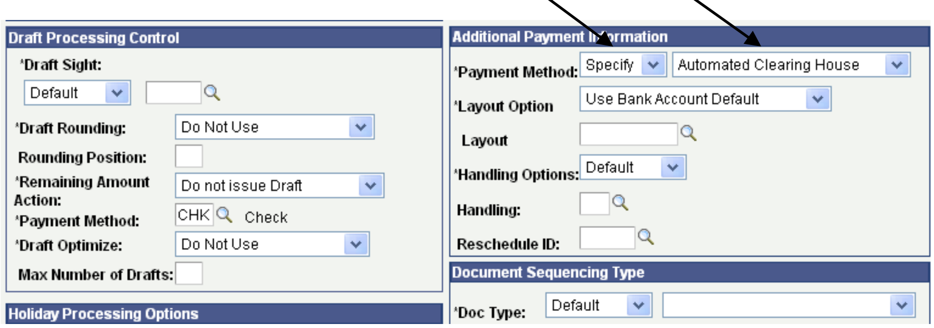


7. Click on the “Additional Payables Options’.



10. Change the „Payment Method‟ to read “specify.”

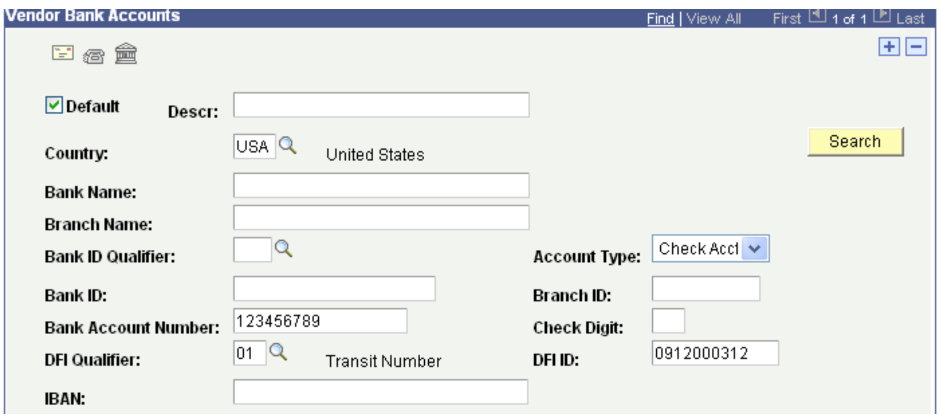
11. Make sure the „Method‟ reads “Automatic Clearing House.”



8. Click on the Vendor Bank Account Options.

The blank screen will appear. Enter the information as shown in the example below. Only four of the fields are required:

- Bank Account Number
- DFI Qualifier – always 01
- Account Type – only checking or savings is allowed
- Checking = „Check Acct"
- Savings = "Savings"
- DFI ID = the bank routing number (always 9 digits; it never begins with a "5")



9. Click "OK".

10. Return to the Location Details and under the Comments link of the Location why direct deposit was set up on this location (mention documentation), who did it, and the date.

11. SAVE.

12. Fax (701-328-0108) the paperwork authorizing the ACH change to the Vendor Registry Office.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for any type of help or guidance in entering vendor information. The Vendor Registry Office will research the change, take the appropriate action and respond to your inquiry in a timely manner.